

The Carlsbad Recreation Department currently has an opening for a



Senior Recreation Leader

\$12.00-\$15.00 per hour
(Depending on qualifications)

Position

This individual will be the Site-Coordinator for the Kidz Camp program and will work under the supervision of the Recreation Supervisor. The Kidz Camp program is a day camp program serving up to 50 children between the ages of 6 and 11 years old. This program runs M-F during the months of June 7th through August 22. The position will require up to 488 hours of work with some night shifts. Mandatory Staff Training Day: June 7 and 8, 2008 (8:00-5:00). Additional training will be required if needed.

Example of Duties

Daily Duties

- A. Responsible for developing, organizing and implementing the daily activities for the Kidz Camp Program.
 - B. Responsible for directing and supervising participants of the program, as well as part-time staff.
 - C. Responsible for maintaining inventory of program supplies and equipment.
 - D. Responsible for establishing and maintaining relationships with parents, community center staff and other key individuals.
 - E. Responsible for maintaining records pertinent to the program.
 - F. Responsible for working closely with the Recreation Supervisor to ensure the success of the program through preparation, execution and evaluation of the program.
- Responsible for working with vendors to confirm trips and events as needed.

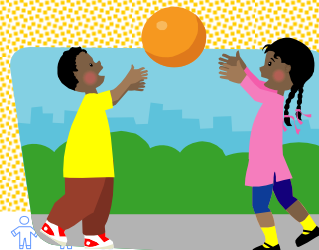
Periodic Duties

- A. Responsible for assisting the Recreation Supervisor in programming and planning the calendar of activities for the Kidz Camp Program.
 - B. Responsible for attending all meetings pertaining to the Kidz Camp and other Youth Day Camp Programs.
- Responsible for supervising participants during scheduled field trips.

Occasional Duties

- A. Responsible for attending workshops, conferences, and in-service training.
- Responsible for assisting other staff in organizing and cleaning facility areas and equipment.

Other Duties as Assigned



Qualifications

Minimum Qualifications

- Must be able to relate positively with children.
- Must have previous day camp experience.
- Must have previous experience supervising multiple staff.
- Must be able to communicate effectively with adults of varied backgrounds and experience. ***Bilingual Encouraged (Spanish)***
- Must be in excellent health.
- Must have a high school diploma or G.E.D. equivalent.
- Must have a valid California Driver's License.
- Negative TB test required prior to employment start date.
- Must have or be willing to obtain CPR and 1st Aid Certification.

Special Conditions

Total work hours may not exceed 999 hours per fiscal year, July 1 to June 30. Required to attend mandatory meeting sessions. Uniforms will be provided and must be worn.

Work Schedule

This position involves a flexible schedule that may change due to the needs of the program. This position may involve working between the hours of 7:00 to 6:00pm (with some later shifts required), approximately 40 hours per week, and may involve working at various sites/programs.

Application and Selection Procedure

CLOSING DATE: May 1, 2008 or until sufficient applications have been received.

Application form may be obtained from and submitted to:

Harding Street Community Center

**3096 Harding Street
Carlsbad, California 92008**

Candidates will be evaluated for employment consideration on the basis of the submitted application. An interview of those best qualified will be used to rank the applicants for a final selection.

Appointments are contingent upon successful completion of a fingerprint records check and verification of State of California negative tuberculosis test requirement and of United States citizenship or legal employment authorization.

The City of Carlsbad encourages qualified individuals with disabilities to apply. Persons who will require special accommodation in order to participate in any portion of the application, testing or interview process must advise the City's Human Resources Department five (5) working days prior to the requested accommodation.

Successful applicants will be offered employment on an hourly basis only. Hourly employment with the City of Carlsbad may be discontinued at any time without cause, notice or right of appeal or hearing.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

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